

DEPUTY PUBLIC WORKS DIRECTOR - FIELD OPERATIONS

Purpose:

To plan, manage, and review the activities and operations of the Public Works Department's Field Operations Division which consists of Facility Maintenance/Custodial Services, Fleet Services, Parks Maintenance, and Solid Waste sections; to assist in preparation and implementation of the annual operating budget and capital improvement program; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative assistance to the Public Works Director; to work in concert with the Deputy Public Works Director for efficient and cost effective Fleet, maintain and clean city facilities, Parks and Golf Course Maintenance and Park Planning, and Solid Waste services and programs.

Supervision Received and Exercised:

Receives general direction from the Public Works Director or from other supervisory or management staff.

Exercises direct supervision over lower level professional, technical, and clerical staff.

Position Information:

The Deputy Public Works Director – Field Operations is responsible for directing and coordinating staff activities in the areas of Fleet Services; Facilities Maintenance; Custodial Services; Park Maintenance; and Solid Waste Services. The Deputy Public Works Director – Field Operations determines divisional policies; plans long term programs; manages the division's budget and handles complex administrative duties.

In addition, the Deputy Public Works Director – Field Operations assists in developing and promoting a solid relationship with the general public; City Council; City Manager; boards and commissions; various employee groups; other City departments; and other government entities.

Essential Functions:

Revised Dec 2010 (Title change)

Duties may include, but are not limited to, the following:

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Deputy Public Works Director – Field Operations (continued)

- Develop, plan, and implement division goals and objectives in concert with department goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other divisions, departments and outside agencies and organizations; provide staff assistance to the Public Works Manager; prepare and present staff reports and other necessary correspondence.
- Participate in the development of the department's work plan; assign work activities; projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Public Works Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Serve as a technical advisor to the City Manager and City Council on projects related to assigned divisions; develop and prepare recommendations and technical reports related to transportation, public works, or other matters for both the City Council and city departments.
- Provide the leadership for employees in team building, responsible decision making and problem solving.
- Present a professional and knowledgeable image in representing Tempe to citizen groups, Arizona State University and various state and regional regulatory and resource management agencies.
- Manage the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide resources for personal and professional development of employees; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage, direct and organize a diverse and proactive program of services including fleet, custodial and solid waste services, facility and park maintenance, and golf course maintenance and operation,
- Recommend and review capital improvement plans related to the assigned services and provide input regarding future required maintenance activities.

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Deputy Public Works Director – Field Operations (continued)

Manage the evaluation, selection and administration of outside consulting contracts for engineering related services; evaluate and prepare recommendations regarding the

retention of consultants.

Recommend and review capital improvement plans related to the assigned services;

facilitate long-range planning and future maintenance activities.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Facilitate long range planning for City development projects.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible professional experience in Fleet, Facility Maintenance/Custodial, Parks or Solid Waste operations including three years of

administrative and supervisory responsibility

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a degree related to the

core functions of this position. A Master's degree is preferred.

Examples of Physical and/or Mental Activities:

Pending

Competencies:

Pending

Job Code: 027

Status: Exempt/Unclassified

Effective July 2002

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June 2010 (due to department consolidation and reorganization: job title, reporting relationship, duties and MQs)

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